

City of Arlington
2007 Requests For Proposals
CDBG Public Services, CDBG Revitalization Projects, Emergency Shelter
Grants (ESG), and HOME Investment Partnerships

General Questions

1. What is "unduplicated persons to be served"?

The term "unduplicated persons to be served" refers to a HUD requirement for grantees to track individuals served only once during the contract period, regardless of the number of times they are served. The term may also refer to the number of individuals in the service area who will benefit from a particular project. The Request for Proposals instructions asks applicants to estimate the total number of persons who will benefit or be served by a particular project or program.

2. Does each applicant need to complete the *conflict of interest questionnaire* prior to submitting proposals or does that come afterwards? (Application Guidebook p. 7)

Each applicant will need to complete a *conflict of interest questionnaire* and submit it with their Request for Proposal.

3. What is the cover letter supposed to address? What if the applicant does not have official letterhead?

The HOME and CDBG Revitalization Projects RFPs require a cover letter. A cover letter is optional for CDBG Public Services and ESG. Submit a cover letter from the official representative of the organization submitting the proposal. The letter may include summary information about the request or provide additional information pertinent to the request. If you do not have letterhead, submit the cover letter on plain paper.

4. What do you do if the applicant has no board of directors, but you are partnering with a governmental entity?

If you do not have a board of directors, indicate that this item is "not applicable" and explain that the project will be implemented by the appropriate Governmental entity.

CDBG Public Services

1. What is a Community Based Development Organization (CBDO) referred to on page 15 of the CDBG Public Services RFP?

A CBDO is an entity that meets the requirements of the regulations at 570.204 (c), found on page 42 of the Application Guidebook. In order to qualify as a CBDO, the organization must submit supporting information to the City and be approved as a local CBDO by HUD. The requirements include:

- engage in community development activities,
- provide improvements to the physical, economic or social environment of an identified geographic area,
- maintain at least 51% of its governing body's membership for low- and moderate-income residents from its geographic area, owners or senior officers of businesses located in and serving the geographic area, or representatives of neighborhood organizations located in the geographic area.

2. What if the proposed program does not address one of the priorities listed on page 16?

A category was omitted. "Objective 14: Other Public Service Needs" is a Medium Priority Level.